### Table

<table>
<thead>
<tr>
<th>GL Date</th>
<th>Batch Name</th>
<th>Batch Description</th>
<th>Journal Name</th>
<th>Journal Description</th>
<th>Debit</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/2/2019</td>
<td>SDAS-54**</td>
<td>Adjust expense code for HR professional development</td>
<td>2/28/2016</td>
<td>584510</td>
<td>400.00</td>
</tr>
<tr>
<td>25-JAN-2016. Citibank. 6340395</td>
<td>SDAS-54**</td>
<td>Adjust expense code for HR professional development</td>
<td>2/28/2016</td>
<td>584510</td>
<td>400.00</td>
</tr>
</tbody>
</table>

### Helpful Hints:
- ADI template file downloaded from Oracle should be saved as "Macros-Enabled"
- Use the LEN function =LEN(cell) to count the number of characters in a particular cell
- Do not delete rows 16, 27, or the "Totals" row
- Do not insert or delete any columns

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**Naming convention for Batch Name, Journal Name, and Journal Description:**
- Tub*Preparer's initials*Description*Today's date. NO Commas. Max 65 characters

**Formatting:**
- * List - Text
- # List - Number
- # List - Date

**Helpful Hints:**
- GL Date
- 5-digit phone number
- Make sure all segments are filled in, even if all zeros
- Ensure debit and credit totals agree
- Line description includes coding that it is being removed from and being moved to and original transaction detail (date, vendor, invoice number or PO)
- Totals: 400 400

**Database**
- APD-002, FINPROD
- Hayward University

**Balance Type**
- Actual

**Currency**
- USD

**Category**
- Accounting Date

**Group ID**
- GL Date

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You can add or remove rows to this template:
1. Select the number of rows between rows 17 and 24 to insert or delete using the row number on the far left
2. Right Click
3. Choose Insert to Add Rows
4. Choose Delete to remove rows